Name:

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| --- | --- | --- | --- | --- | --- |
| **Instructional Writing** | Very High  5 | High  4 | Medium  3 | Low  2 | Not Shown  0 |
| A clear understanding of the topic chosen, and the fact that you have gathered and know your information. |  |  |  |  |  |
| An introduction that clearly establishes what your information is about and states the topics you will make in the writing |  |  |  |  |  |
| Clear topics and appropriate subheadings for each section of your instructions |  |  |  |  |  |
| Effective use of diagrams to explain and illustrate your written instructions |  |  |  |  |  |
| Use of levels of vocabulary and language appropriate for the set task |  |  |  |  |  |
| The ability to write into grammatically correct sentences |  |  |  |  |  |
| Clearly establishing your target audience |  |  |  |  |  |
| Clear and appropriate breaks between paragraphs and topics |  |  |  |  |  |
| Body paragraphs were carefully organised and built that logically unfolds your instructions. |  |  |  |  |  |
| A powerful, conclusion that sums up your instructions and allows your audience to completely understand the task |  |  |  |  |  |

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| Written expression | High ------------------------------------- Low |
| Spelling |  |
| Grammatically correct sentences |  |
| Appropriate use of full stops and commas |  |
| Capital letters |  |
| Apostrophes |  |
| Quotation marks |  |